



State of Wisconsin  
Department of Workforce  
Development

## We're having a **LABOR LAW CLINIC** in **Sturgeon Bay!**

- March 8, 2005 (Tuesday)
- 8:30 a.m. - 3:30 p.m.
- Stone Harbor Resort and Conference Ctr.
- Sturgeon Bay, WI

**Here's What's on the Program:**

- 8:30 a.m. - **(sharp) KICKOFF**
- 8:45 a.m. - **"UI Policies on Drugs and Alcohol in the Workplace"** *Gretchen Wendt*
- 10:00 a.m. - Break
- 10:15 a.m. - **"You Be the UI Judge"** *Gretchen Mrozinski*
- 11:45 a.m. - Lunch (Included in registration fee)
- 12:30 p.m. - **"An Overview of Wisconsin's Labor Standards Law"** *Bob Anderson*
- 1:45 p.m. - Break
- 2:00 p.m. - **"Avoiding 'Loaded' Employment Application and Interview Questions"** *Pam Meulemans*

**Time?** Doors open at 8:00 a.m. Program begins at 8:30 a.m. Lunch is at 11:45 a.m.

**What's the Cost?** **\$77 per person.** Substitutions allowed. **PRICE INCLUDES:** continental breakfast items upon arrival (juice, coffee, and rolls), refreshments at breaks, and lunch; handouts for all presentations on the agenda, plus other DWD handouts.

**Site?** Stone Harbor Resort and Conference Center, 107 N. First Avenue, Sturgeon Bay, WI 54235 Phone: (920) 746-0700

**Here's How To Register** Complete and return the form that appears below. Seating is limited so early advance registration is recommended. No discounts allowed for multiple reservations, missed meals, etc. Note: Last day for refunds or cancellations is **March 4, 2005**. Registrations not cancelled by this date shall be subject to full payment of the registration fee. Contact (414) 962-7223 if you wish to confirm that your registration was received or to cancel. Please keep all of the above information for future reference. Return only the reservation form below.

Please reserve \_\_\_\_\_ seats at the **STURGEON BAY Labor Law Clinic** at \$77 each for a total of \$ \_\_\_\_\_. Enclose full payment if paying by check or money order. Make checks payable to: **IAWP**.

Name(s) 1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

Company/firm Name \_\_\_\_\_

St. Address or P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**TO REGISTER:** Mail this form together with payment to **IAWP – Labor Law Clinic, 3926 N. Prospect Ave., Milwaukee, WI 53211, OR, FAX to: IAWP at (414) 962-6946.** NOTE: To ensure your registration is accepted, please send payment immediately.

**LLSTBAY**

## **HERE ARE THE TOPICS TO BE COVERED:**

UCD-11525-P (R. 3/08/05)

**8:45 a.m. "UI Policies on Drugs and Alcohol in the Workplace"**. Employers and employees alike have a right to a drug and alcohol free workplace. What are your rights as an employer if an employee's work performance is affected by the use of alcohol or other controlled substances? What obligations do employers have to those employees? Will benefits be paid to an employee who has been suspended or discharged for appearing at work under the influence of either drugs or alcohol? This presentation will provide employers with insights into UI policies regarding the use of drugs and alcohol as they affect the workplace.

**10:15 a.m. "You Be the UI Judge"**. This review of actual contested UI case summaries allows those in the audience to decide how they would rule if they were the Administrative Law Judge in these cases involving discharges, quits, suspensions due to physical conditions, and miscellaneous specialty areas. Cases chosen and session led by an experienced UI Administrative Law Judge.

**12:30 p.m. "An Overview of Wisconsin's Labor Standards Law"** This topic covers child labor work permit requirements, hours and time of day minors may work, interpretation of prohibited occupations and equipment. Also minimum wage rates for adults and minors, probationary periods, tipped employees, meal and lodging credits, payment of break and meal time, and record keeping. Also overtime and hours of work, including when time-a-half pay is required, salaried and exempt employees, payment for time not worked as it affects overtime, and recurring 7-day periods. Also wage payment and collection, including when wages must be regularly paid and upon termination and deductions from wages and penalties.

**2:00 p.m. "Avoiding 'Loaded' Employment Application and Interview Questions"** When was the last time you took a good look at that application form you're using? What about interview questions? Are some of the questions discriminatory or interpreted as discriminatory? This session on "loaded" interview questions looks at how the Wisconsin Fair Employment Law applies to the recruitment process. Speakers also offer alternative questions to help avoid discrimination, while gathering the information needed to help choose the right candidate for the job.

## **HERE ARE YOUR PRESENTERS:**

**GRETCHEN WENDT** has been with the Unemployment Insurance Division since 1993. She has worked as an adjudicator and is currently employed by the division as a Disputed Claims Analyst. In that capacity she helps develop the laws and policies for Unemployment Insurance, trains and evaluates adjudicators' work, provides technical assistance on more complex claims, acts as an expert witness in UI appeals hearings, and responds to inquiries from employers, claimants and the legislature. Gretchen is a 1992 graduate of the University of Wisconsin-Madison with a BA degree in Communication Arts - Radio, Television and Film.

**GRETCHEN MROZINSKI** has been employed as an Unemployment Insurance Administrative Law Judge since 1998 and conducts UI hearings throughout Wisconsin. In addition, Gretchen has conducted environmental hearings (PECFA claims) on behalf of the Department of Commerce. Prior to working for the State, Gretchen worked in private practice focusing on insurance defense and municipal law. She received her B.S. from UW-Stevens Point in 1992 and her law degree from the UW-Madison in 1996.

**ROBERT ANDERSON** Bob has worked for the Equal Rights Division since 1975. He spent his initial 2 -1/2 years experience working as an investigator. From 1978 to 1997 he supervised all of the investigators throughout the state who do labor standards work. Since 1997 Bob has been the director of the Labor Standards Bureau. Bob graduated from the University of Wisconsin-Oshkosh in 1970 with a double major in history and broad field social sciences.

**PAM MEULEMANS** is currently an investigator with the Civil Rights Bureau of the Equal Rights Division. She investigates and resolves complaints dealing with discrimination, the Wisconsin Family and Medical Leave Act, and other prohibited actions. Pam began employment with the Equal Rights Division in 1986 and currently works out of an Equal Rights Division field office in Menasha.

## **IS THIS YOUR FIRST CLINIC?**

**THIS DAY-LONG CLINIC** will include speakers from the Equal Rights and Unemployment Insurance Divisions with detailed information and practical guidance to help employers avoid violating state laws and rules in the topic areas on the Clinic agenda. This educational program contains information that will help employers prepare for state agency hearings and other administrative proceedings, if they become necessary.

**THE WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT** does not discriminate on the basis of disability in the provision of services or in employment. If you need assistance in using this service, please contact us. Deaf, hearing- or speech-impaired callers may reach us through the Wis. Telecommunication Relay System (WisTRS).

**THIS CLINIC IS DESIGNED TO BE OF MOST HELP** to persons needing an initial orientation to these topics or who wish to reconfirm their understanding of the basics. It also is designed for those who have specific questions to ask the speakers about the basic or more complex aspects of the programs.

A schedule of **future labor law clinics** can be viewed on the Department of Workforce Development website at <http://dwd.wisconsin.gov/laborlaw/>.